

**BOSTON CULTURAL COUNCIL
OFFICE OF CULTURAL AFFAIRS**

Boston City Hall / Room 716
Boston, Massachusetts 02201

T 617.635.3245

F 617.635.1850

W www.cityofboston.gov/arts

BOSTON CULTURAL COUNCIL GRANT PROGRAM

DEADLINE: 5:00PM, TUESDAY, OCTOBER 15, 2002



MAYOR THOMAS M. MENINO





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Boston Office of Cultural Affairs

In 2000, Mayor Thomas M. Menino announced the Boston Cultural Agenda, outlining his priorities for the City's efforts to support the cultural life of Boston for its residents and visitors. In the past two years, under the leadership of Cultural Commissioner Esther Kaplan, the Office of Cultural Affairs launched and expanded a series of initiatives to address the priorities of the Boston Cultural Agenda including:

- Mayor's Youth ArtsCorps, a job training-through-the-arts program for Boston youth aged 14-19
- The Boston Open Studios Coalition weekends in 12 neighborhoods, and rotating exhibits in two Boston City Hall galleries
- Cultural Heritage Series, showcasing the diverse cultural traditions of the Boston community
- BOSTON NOW, a campaign to promote cultural activity citywide
- Boston Cultural Agenda Fund, supporting non-profit cultural organizations to address the priorities of the Boston Cultural Agenda
- Boston Artist/Humanist Fellowships, celebrating the individuals at the heart of our cultural life

These Boston Cultural Council local guidelines, developed in consultation with the Massachusetts Cultural Council, represent another step in the implementation of this new Cultural Agenda.

Mission Statement

The mission of the Boston Office of Cultural Affairs is to:

- Strengthen the fabric of City life through a healthy and viable cultural life as demonstrated by livability, access, opportunities for life-long learning, and economic vitality
- Provide central coordination of city government participation in cultural affairs; represent the needs and resources of the cultural community in city, state and federal forms
- Serve as the primary steward of a comprehensive, inclusive, and pro-active cultural agenda for Boston
- Convene, advocate for, educate, promote, and enable the City's cultural community—over 16,000 artists and humanists, more than 300 cultural non-profits, and commercial cultural ventures—to participate in the Boston Cultural Agenda
- Facilitate access to Boston's cultural life for residents and visitors
- Cultivate, leverage, and broker investment in the City's vital and vibrant cultural resources to strengthen Boston

Boston Cultural Council

The Boston Cultural Council (BCC), under the umbrella of the Mayor's Office of Cultural Affairs, annually distributes funds allocated by the Massachusetts Cultural Council, a state agency, to support innovative arts, humanities and interpretive sciences programming that enhances the quality of life in our City.

The BCC is currently comprised of 10 Boston residents appointed by Mayor Thomas M. Menino to serve for up to six years each. Council members are selected on the basis of their demonstrated commitment to Boston's cultural community and their knowledge of particular disciplines. The BCC annually reviews applications during a series of fall meetings conducted to evaluate the overall quality of proposed programming and its potential benefit to diverse audiences in neighborhoods throughout Boston.

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During fiscal year 2002, the BCC distributed \$285,610 in programming grants to 138 music, theater, visual arts, dance, humanities, and film/video organizations. Programming grants ranged from \$500 to \$4,000; the average award was about \$1,500. Five grants totaling \$24,000 were awarded to organizations providing technical assistance services to Boston's cultural community. An additional \$21,418 was distributed through the Performing Arts Student Series (PASS) Program to provide opportunities for children and teenagers to attend performances in Boston. Finally, \$18,000 was awarded as stipends for 9 Boston Artist/Humanist Fellowships.

Through separate processes in FY02, \$400,000 in Boston Cultural Agenda Fund grants was also awarded to 51 cultural organizations, and contracts totaling \$60,000 were made to five cultural organizations serving as partners on the Mayor's Youth ArtsCorps.

The Boston Cultural Council can be contacted by email: culturalgrants@cityofboston.gov It can be contacted by telephone M-F, 11:00 a.m. -- 5:00 p.m. at 617. 635.3245. New applicants are strongly encouraged to contact the Boston Cultural Council early in the process of preparing to submit an application.

Grant Categories

Grants of up to \$5,000 will be made in the following two areas:

A. Programming Grants

To support the annual cultural programming of cultural, educational and municipal entities based in and/or primarily serving the resident of Boston

B. P.A.S.S. Program Grants

The Performing Arts Student Series (PASS) Program provides funds to reimburse for the cost of admission for students to performing arts events sponsored by cultural organizations that primarily serve the City of Boston.

Instructions for Application

All proposals must be typed and submitted on the forms provided. Forms should not be bound or stapled. Complete answers must be provided within the stated space allocation. Four copies of the signed application, including one original and three duplicates, and a self-addressed stamped envelope for return of support materials, must be received in the Office of Cultural Affairs by the deadline.

Application Process

All grants are reviewed by the Boston Cultural Council in a series of panel meetings during the month of November. The Council will hold a final meeting, open to the public, to vote on grant recommendations. All awardees will be notified in December 2002.

Conflict of Interest

The Boston Cultural Council observes the MCC's Conflict of Interest policy regarding review panels. To ensure that all review panels are free from conflicts of interests, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists will not be permitted to participate in discussions or votes relating to applicants with whom they have an affiliation or relationship.

Reconsideration

An applicant may request reconsideration of a decision on its application if the applicant can demonstrate that the BCC failed to follow published application and review procedures. Such requests must be submitted in writing to the Boston Cultural Council within fifteen (15) days of notification. No reconsideration may be requested due to the amount or a decision made about artistic quality.

FISCAL YEAR 2003 TIMELINE

September	Guidelines Available and Disseminated
Information Sessions:	
September 26, 2002 at 2:30 p.m.	BPL / Copley Square Library 700 Boylston St., Mezzanine Conference Room
September 24, 2002 at 6:00 p.m.	Boston City Hall – Room 801
TUESDAY, OCTOBER 15, 2002 BY 5:00 p.m.	DEADLINE FOR ALL APPLICATIONS Boston City Hall, Office of Cultural Affairs, Rm. 716
November 2002	Panels convene to review
December 2002	Applicants notified by mail
February 2003	Programming and PASS checks available on a reimbursement basis

Support Materials Requested

Proposals in all grant categories must be accompanied by the following materials:

- Professional resumes or biographies of key participating artists/humanists/interpretive scientists/cultural administrators
- Selected brochures, newspaper articles and other materials that demonstrate the applicant's ability to successfully complete the proposed programming and serve the community should also be enclosed.
- List of Board membership, including professional affiliation(s) with addresses (not applicable for PASS program)

Grant Payment

All grants will be paid on a **reimbursement basis**; requests for reimbursement must be accompanied by invoices, and/or cancelled checks, receipts, and/or contracts that document programming expenses as proposed.

All recipients of Programming grants must submit a final report (simple format will be provided) within 30 days after the end of the applicants' fiscal year in order to be eligible to apply for funding from the Boston Cultural Council in the next fiscal year.

Further Information

Please read these materials carefully. If you have further questions, please contact:

Diana Orthman, Office of Cultural Affairs, 617.635.3245 or e-mail www.diana.orthman@cityofboston.gov



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BOSTON CULTURAL COUNCIL GRANT APPLICATION Application must be typed

For office use only

FY_____ APPL#_____ Approved_____ AMT \$_____ Disapprove_____

Important: Read the BCC Guidelines before you complete this application. Incomplete forms will not be reviewed. Your completed application with supplemental materials must arrive on or before 5:00 p.m. **Tuesday, October 15, 2002** to the address listed above.

SECTION A

Applicant Information

Applicant Organization's Federal ID No. ____ - ____ - ____ - ____ - ____ - ____

Legal Status of Applicant (check one)

__01Individual __05Gov / State
__02Nonprofit org __06Gov / Municipal School
__03Profit org

Applicant Institution (check one)

__01Individual artist __32Community service org
__02Indiv. Non-artist __37Parks & Rec
__19School __38Gov Agency
__27Library __48None of the above

Organization budget for last completed fiscal year \$ _____

Applicant Legal Organization Name DBA (including doing business as...Organization name)

Organization Local Address

Organization Mailing Address City / State Zip Code

Contact Person Title

(____) ____ - ____ - ____ (____) ____ - ____ - ____ (____) ____ - ____ - ____
Daytime Phone Evening Phone Fax

Email Address

If using a Fiscal Agent, please include the following information.

Name of Fiscal Organization Contact Person Title

Address of Fiscal Organization City / State Zip Code

(____) ____ - ____ - ____ (____) ____ - ____ - ____ (____) ____ - ____ - ____
Telephone Contact of Fiscal Organization Daytime Phone Fax

SECTION B

Budget Information

Applicant Name

Application #

FY' 03 Annual Operating Budget with notation of line items for which BCC funds will be allocated.

Please provide a detailed operating budget breaking down each line item.

Total Programming Costs \$ _____ Amount Requested \$ _____

Matching Funds \$ _____

(4:1 Match-including income from ticket sales, other government, foundation, corporations, and in-kind income)

Source of Matching Funds

EXPENSES**INCOME**

A Salaries / Fees

1. Artists/Humanists/
Interpret. Scientists _____

2. Administrative _____

3. Other (Specify) _____

Subtotal Salaries / Fees \$ _____

B Space Rental \$ _____

C Travel \$ _____

D Marketing \$ _____

E Programming /
Supply Costs \$ _____

F Remaining costs

1. Equipment rental _____

2. Printing _____

3. Office Supplies _____

4. Shipping _____

5. Postage _____

6. Utilities /

Telephone _____

7. Insurance _____

8. Ensuring Access _____

Subtotal Remaining Costs \$ _____

TOTAL FY' 03

OPERATING EXPENSES \$ _____

A Earned Income

\$ _____

B Non-Government

1. Corporate / Business _____

2. Foundations _____

3. Clubs / Organizations _____

4. Other (Specify) _____

Subtotal Non Government \$ _____

C Government

1. Other local Cultural Councils (specify name, \$, or attach list)

_____ \$ _____

2. Other MCC Programs _____

_____ \$ _____

3. Other (Municipal, School, etc.) _____

_____ \$ _____

Subtotal Government \$ _____

D Applicant Cash

\$ _____

E Amount of Request from BCC

\$ _____

TOTAL FY' 03

OPERATING INCOME \$ _____

SECTION C

Authorized Signatures: The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees to the required acknowledgement will be given to the Massachusetts Cultural Council and the granting Boston Cultural Council, if the application is approved.

Signature

Title

Date

Signature of BCC Chair or Authorized BCC Member

Title

Date

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A. PROGRAMMING GRANTS

The Boston Cultural Council will provide Programming Grants in support of the annual cultural programming agenda of Boston cultural, educational and municipal entities.

Who is Eligible to Apply?

- Non-profit cultural, educational and community organizations with 501(c) 3 status, based in and/or primarily serving Boston residents
- Municipal entities such as libraries, schools, community centers, etc.
- Boston-based groupings of artists, humanists, and/or interpretive scientists jointly working toward common goals, using a fiscal agent
- Organizations that receive Boston Cultural Agenda Fund grants in FY03 will not be eligible to receive Boston Cultural Council grants as well. All proposals submitted to the Boston Cultural Agenda Fund but not funded by BCAF will be re-directed to consideration for Boston Cultural Council programming grants. If you submitted a proposal by September 12, 2002 for the Boston Cultural Agenda Fund you need not re-apply for this current process. Notification of BCAF awards, and confirmation that non-funded applications have been transferred to BCC consideration, will be mailed to applicants in November 2002

To Apply

Please answer the following questions in no more than 3 pages (3/4" margins; font no smaller than 11 pt.):

1. Please describe the mission of your organization.
2. Please provide an outline of your programming plans for FY03. Be as brief yet specific as possible. Include description of programming schedule, venues, #'s and demographics of audiences served.
3. List key artistic/humanistic/interpretive science staff and briefly describe their training, experience and qualifications.
4. How do you serve members of under-served Boston community(ies)? Example: Take programming into under-served communities' sites; facilitate access to your programming for residents of those communities, etc. Please describe your specific plans.

Choose ONE of the following four questions to answer:

- 5a. Describe highlights of your efforts in FY03 to strengthen the fiscal viability of your organization.
- 5b. How does your organization play a role in community economic development?
- 5c. Does your organization provide programming that's free and accessible to the public? Please describe.
- 5d. How does your organization address barriers to access (financial, language, physical, etc.) in your programming in public and private venues in order to enable the broadest range of the public to participate?

Please attach narrative to completed application and budget forms, and requested support materials.

Review Criteria

Each of these criteria will be given equal weight in the Council's deliberation:

- Quality of artistic/humanistic/interpretive science activities as indicated by training and professional experience of participating artist/humanists/interpretive scientist, programming choices, critiques of programming, etc. as documented in supporting materials
- Extent and quality of public benefit component of proposed programming
- Demonstration of thoughtful planning, clarity of purpose and accuracy of details in proposal
- Strength of fiscal and administrative management
- Applicants' efforts to address at least one of the following priorities in the Boston Cultural Agenda
 - Develop new, innovative revenue streams to increase the fiscal viability of their cultural offerings
 - Participate in the economic development of Boston communities through their cultural work
 - Provide access to cultural activity in public places
 - Address barriers that prevent access to cultural activity in private places (financial, facility, language, etc.)
 - Provide service to under-served neighborhoods of Boston, e.g. Mattapan, Hyde Park, West Roxbury, East Boston, etc.
- Requested funds are necessary for continuation of programming that addresses the Boston Cultural Agenda.

APPLICATION CHECKLIST FOR PROGRAMMING GRANTS

Organizations can submit ONLY 1 proposal per funding cycle

- ☐ **1 Signed Original Application**, plus three (3) copies.
- ☐ 4 copies of 2-Page Narrative
- ☐ 4 copies of completed Budget form
- ☐ 1 Set of Support Materials
- ☐ Self –Addressed Stamped Envelope (if you want support materials returned)



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C. P.A.S.S. PROGRAM GRANTS

The Performing Arts Student Series (PASS) Program provides funds to reimburse for the cost of admission for Boston students to Boston performing arts venues listed in the MCC's approved P.A.S.S. roster. (museum admissions are not eligible)

Who is Eligible to Apply to the PASS Program?

PASS Program applicants include teachers, principals, and School Site Councils behalf of Boston public, private, and parochial schools or other organizations that serve students in grades pre-K through 12, as well as youth in after-school programs.

To Apply

Prior to submitting a PASS grant request to the Boston Cultural Council, applicants must contact the proposed performing arts organization directly to make all necessary arrangements, including reservation and payment schedule.

PASS funds are for reimbursement for admissions by students to performing arts events in Boston. Specific information regarding the proposed performance site, participating artist/cultural organization, ticket price, number of students attending, and total amount of request is required at the time of application. Incomplete applications will not be considered.

Only pre-approved performing artists and cultural organizations that are based in Boston and listed in the MCC Cultural Resources Directory or MCC website are eligible to participate. Boston PASS grants do not reimburse for admission to museums. Ticket prices may not exceed \$10 per student; if the cost of admission is more than \$10, no portion of the ticket may be reimbursed.

Due to funding constraints, only one application per school/organization will be considered. A maximum of 50 ticket admissions can be included in each PASS application, with a maximum grant of \$500 per application. PASS grants cannot pay for transportation.

Please complete the BCC grant application, Sections A & C, also please answer the following questions in a total of one page or less:

1. Why did you select this group of students to attend this performance?
2. What is the educational purpose of this field trip? Cultural? Linked to curriculum?

Review Criteria

Each of the following criteria will be given equal weight in the Council's deliberation:

- Selected performance is educationally relevant for selected students
- Performance is offered by a Boston-based performing organization and included on the MCC/PASS roster of approved cultural venues, see MCC website www.massculturalcouncil.org
- BCC/PASS grant does not cover admission to museums.

APPLICATION CHECKLIST FOR PASS PROGRAM GRANTS

- ☐ 1 Signed Original Application (Section A and C only – do not submit Section B -- budget), plus three (3) copies.
- ☐ 4 copies of 1-page narrative
- ☐ Confirmation of reservation from performing organization/venue



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